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Approved For Release 2003/11/04 : CIA-RDP57-00384R000400150039-2

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SECRETChanges Desired

Authorizing use of vacant Clerk-Stenographer position (GS-4) which would necessitate raising the ceiling to [] positions. This is based on the fact that filing and logging office papers is at normal a full load for the position. This has caused the staff to fall behind, particularly in the area of indexing and keeping current the library with legal periodicals, supplements to statutes, current bills in Congress, and other necessary reference material. It is recommended that Position 12 be surveyed with the view to making it a librarian position in order to assure that reference material is at all times current and complete.

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It is further recommended that Position 23 be classified as a GS-5 instead of GS-4. This position has been the subject of considerable discussion with Personnel in the past because of the difficulty of filling it properly. We are now attempting, with the cooperation of Personnel, to put in that position a new recruit of outstanding personality and intelligence, as the technical qualifications are less important than the ability to handle people and Congressional phone calls. If the person works out, the work load on the Legislative Counsel and his Administrative Assistant is greatly lessened and Position [] becomes increasingly important. The present incumbent has shown outstanding ability to fulfill these requirements and is in our opinion clearly fulfilling the responsibilities of a GS-5.

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